Version 9.0

User Manual
BePunctual Server

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2 Introduction

What is BePunctual Server?

Aquarius Soft BePunctual Server is the central configuration, management and reporting component of the **Aquarius Soft BePunctual** computer employee biometric fingerprint time clock software, visitor management solution and classroom attendance system.

You would use this Server software to perform the following tasks:

- Configure your organization details like organization name and logo image to display in reports
- Add your company departments
- Add your company staff types and visitor types
- Add the staffs who would be using BePunctual to punch in and out
- Enroll or import your staff fingerprints
- Setup your staff details like working days and hours, pay, punch ID and PIN etc.
- Pre-register your visitors
- Add students and classes.
- Setup class students and staffs.
- Add holidays applicable to your company
- Add leave types applicable to your company
- Add staff approved leave
- Check staff attendance and punctuality
- Check visitor status
- View and edit staff computer punch cards
- Generate reports
- Configure punch stations
- Broadcast messages to punch stations
- Contact staff at the punch station via instant messaging

One copy of this server software will have to be running in order for the punch station software to connect to it to perform punching in/out.

Features and Benefits

Save Time
Manager no longer need to spend hours manually going through paper punch cards to consolidate staff worked hours and calculate their pay. BePunctual generates worked hours and pay reports instantly.

Save Money
With its build in payroll and approved leave support, small companies may not need to buy additional payroll and leave tracking software.

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Easy to Setup
It takes less than 1 minute to install the BePunctual Server software...and another few minutes more to add the staff details and the solution is all ready to use.

Easy to Use
Like all other Aquarius Soft products, we spent much time in making sure that the software is very easy to learn and use by both the administrator and your staff.

Single or multiple distributed punch stations
You can setup BePunctual solution on one single computer or on multiple computers in your network. For single computer setup, you would install the Server software and the Group Punch Station software in the same computer.
For multiple distributed computers setup, you would install the Server software on one computer and install the punch software on other networked computers.

Instantly Check Who's Not In/In/Out Today
Every staff can check who's not in, who's in and who's out today on the punch station software. This feature can be disabled for any punch station if needed.

Prevent Buddy Punching
One main problem of paper systems is that of buddy punch, i.e. staff asking another person to punch in/out for him. With BePunctual, you can install a fingerprint scanner to verify your staff during punch in/out. A webcam can also be installed to capture a photo of the staff when the staff is punching in/out. The administrator can then perform random checks at the Server software to see if the photo matches the staff.

Build in Payroll Functions
BePunctual comes integrated with simple yet comprehensive staff payroll functions. For small companies, they may not need separate payroll software to generate staff pay reports.

Build in Leave Records
Approved staff leave (paid and no pay leave) can be recorded in BePunctual. BePunctual reports will take into account of staff leave.
When a staff does not report for work today because his is on leave, the system will also reflect that on the Who's In/Out view so that others will know why the staff is not in.
If you are currently using a paper leave system, you can use BePunctual to record your staff approved leave.

Integrated Visitor Management System
With it's built in visitor management system, you can pre-register your visitors, check their sign in/out status and set visitor alerts.

Integrated Classroom Attendance System
With it's built in classroom attendance system, class attendance taking is now a breeze and paperless.

Minimum System Requirements

Hardware:

- Computer that can run Windows 7, Vista, XP or 2000 smoothly.
- 1 GB of RAM or higher recommended.
- Super VGA (800 x 600) or higher-resolution video adapter and monitor
- 20 MB of hard disk space for BePunctual Server software. Additional of up to 10 GB required for database.
- Network adapter to access your local network if the Server software and punch station software are run on separate computers.
- BePunctual Biometric Fingerprint Scanner to enroll staff fingerprints.

Software:

- **Windows 7, Vista**, **XP** or **2000**.

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3 Installation and Remove

Installing the application

NOTE: Please ensure that you log into Windows with an administrator account before starting the installation.

After downloading the application setup file **BePunctualServer.EXE**, double click on the file to run the setup program that will guide you through a simple installation process.

For detailed instructions on how to setup a complete solution, please visit
http://www.bepunctual.com/bepunctual/Installation.asp

Removing the application

You can remove the software via **Control Panel -> Add and Remove Programs -> Aquarius Soft BePunctual Server -> Change/Remove**

If will be prompt to enter the software password if it is set.

If you forget the password, please send an email to support@aquariussoft.com together with the file **BePunctualOD.bpd**

You can find this file via **BePunctual Server -> Setup -> Options ->Backup -> Open Data Folder**

Do give us your invaluable feedback and suggestion on how we can improve the software to work for you. Feedback Now.

---

4 Knowing the User Interface

Main Application Window

The main application window consists of the following components:

- **Title Bar**: Move and size the application.
- **Main Menu**: Provide access to all the software functions
- **Time Display**: Show the current time.
- **Date**: Show the current date.
- **Main Tab**: The Main Tabs is for selecting the content to display in the Content Area.
- **Content Area**: Show the selected content.
- **Status Bar**: Show help text and status.

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Main Menu

Menu	Sub-Menu	Description
File	New Staff	Add a new staff
	New Staff Type	Add a new staff type
	New Department	Add a new department
	New Approved Leave	And a new approved leave
	New Leave Type	Add a new leave type
	New Holiday	Add a new holiday
	Print	Print the data in the current view
	Export	Export the data in the current view
	Hide BePunctual Server	Hide the application in the background
	Exit BePunctual Server	Exit the application
Edit	Add	Add a new item
	Edit	Edit the selected item
	Delete	Delete the selected items
	Select All	Select all items
View	Today	View who's in and out now today
	Punch Cards	View staff punch cards
	Approved Leave	View staff approved leave
	Punch Station	View punch station status
	Setup	View setup
	Status Bar	Show or hide the status bar
	Refresh	Refresh current view
Reports	Working Days and Hours	Generate staff working days and hours
	Attendance Report	Generate staff attendance report
	Punctuality Report	Generate staff punctuality report
	Staff Punch Card	Generate staff punch cards with punch in/out information
	Worked Hours Report	Generate staff worked hours report
	Pay Report	Generate staff pay report
	Visitor Attendance Report	Generate visitor attendance report
	Class Attendance Report	Generate class attendance report
Setup	Setup Wizard	Run the setup wizard
	Organization	Setup organization information
	Departments	Add, edit or delete departments
	Staff Types	Add, edit or delete staff types
	Staffs	Add, edit or delete staffs
	Holidays	Add, edit or delete holidays
	Leave Types	Add, edit or delete leave types
	Visitor Types	Add, edit or delete visitor types
	Visitors	Add, edit or delete visitors
	Students	Add, edit or delete students
	Classes	Add, edit or delete classes
	Options	Configure BePunctual Server software options
	Administrator Password	Change the administrator password
Tools	Identify Fingerprint	Lets you check if a staff fingerprint is enrolled in the system.
Help	Help	Display BePunctual Server help
	About	Display BePunctual Server product information,

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Main Tab

The Main Tab is for selecting the content to display in the Content Area. The following tabs are available on the Main Tab:

- **Today**: Click this tab to check who's in/out today.
- **Punch Cards**: Click this tab to show staff punch cards containing punch in/out times and remarks.
- **Approved Leave**: Click this tab to show staff approved leave. You can then add, edit or delete staff approved leave.
- **Punch Stations**: Click this tab to show all the punch station that has connected to the server software.
- **Setup**: Click this tab to configure, view and edit your organization, staff and visitor details.

Setup Overview View

This view provides a summary of the information to setup in the software. Click on a link to access a particular information.

This view is accessed via **Setup Tab** > **Overview**

Setup Organization View

This view lets you view and edit your organization information.

This view is accessed via **Setup Tab** > **Organization**

Control	Type	Description
Organization Name	Edit Box	Enter your organization name here.
Organization Type	Selection Box	Select or enter your organization type here.
Address	Edit Boxes	Enter your organization address here.
City	Edit Boxes	Enter your organization city here.
Postal Code	Edit Boxes	Enter your organization postal code here.
State	Edit Boxes	Enter your organization state here.
Country	Edit Boxes	Enter your organization country here.
Phone	Edit Box	Enter your organization phone number here.
Fax	Edit Box	Enter your organization fax number here.
Organization Logo	Edit Box	Enter the location of your organization logo image. This image is displayed in reports generated. If not set, the BePunctual Logo will be displayed in reports.
Browse	Button	Click this button to browse for your organization logo image
Save	Text Button	Click this save the changes.
Cancel	Text Button	Click this to cancel the changes and revert to the previous settings.

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Setup Departments View

You can then group your staffs into departments and set a department head for each department. This view lets you add, edit and delete your organization departments.

This view is accessed via **Setup Tab** > **Departments**

Control	Type	Description
Add	Text Button	Click this to add a new department.
Edit	Text Button	Click this to edit the selected department.
Delete	Text Button	Click this to delete the selected departments.

Setup Staff Types View

You can group your staff into staff types. This view lets you add, edit and delete your organization staff types like cleaner, engineer, sales etc.

This view is accessed via **Setup Tab** > **Staff Types**

Control	Type	Description
Add	Text Button	Click this to add a new staff type.
Edit	Text Button	Click this to edit the selected staff type.
Delete	Text Button	Click this to delete the selected staff types.

Setup Staffs View

This view lets you add, edit and delete your staffs/employees who will be using **BePunctual Group/Staff Punch Station** to punch in/out.

This view is accessed via **Setup Tab** > **Staffs**

Control	Type	Description
Add	Text Button	Click this to add a new staff.
Details/Edit	Text Button	Click this to view and edit the selected staff information.
Delete	Text Button	Click this to delete the selected staff.

Setup Holidays View

This view lets you add, edit and delete holidays applicable to your organization.

This view is accessed via **Setup Tab** > **Holiday**

Control	Type	Description
Add	Text Button	Click this to add a new holiday.
Edit	Text Button	Click this to edit the selected holiday.
Delete	Text Button	Click this to delete the selected holidays.

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Setup Leave Types View

This view lets you add, edit and delete your organization leave types like Annual Leave, Medical Leave, No-Pay Leave etc.

This view is accessed via **Setup Tab** > **Leave Types**

Control	Type	Description
Add	Text Button	Click this to add a new leave type.
Edit	Text Button	Click this to edit the selected leave type.
Delete	Text Button	Click this to delete the selected leave types.

Setup Visitor Types View

You can group your visitors into visitor types. This view lets you add, edit and delete your visitor types like parents, contractors, sale person etc.

This view is accessed via **Setup Tab** > **Visitor Types**

Control	Type	Description
Add	Text Button	Click this to add a new visitor type.
Edit	Text Button	Click this to edit the selected visitor type.
Delete	Text Button	Click this to delete the selected visitor types.

Setup Visitors View

This view lets you add, edit and delete your visitors who will be using **BePunctual Visitor Station** to sign in/out.

This view is accessed via **Setup Tab** > **Staffs**

Control	Type	Description
Add	Text Button	Click this to add a new visitor.
Details/Edit	Text Button	Click this to view and edit the selected visitorinformation.
Delete	Text Button	Click this to delete the selected visitor.

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Today View

This view lets you check who's in/out now today and their punch in/out times and remarks.

This view is accessed via **Today Tab**.

Control	Type	Description
Punch In Photo	Image	This shows the staff/visitor photo captured during punch in.
Punch Out Photo	Image	This shows the staff/visitor photo captured during punch out.
Who's Not In	Radio Button	Click this to view staffs/visitors who has not punch in today and the reason if any.
Who's In	Radio Button	Click this to view staffs/visitors who has punched in today, their punch in time and punch in remarks.
Who's Out	Radio Button	Click this to view staffs/visitors who has punched out today, their punch out time and punch out remarks.
All	Radio Button	Click this to view all staffs/visitors last punch in and out details.
Staff	Selection Box	Select the staff you want to check.
Staff Types	Selection Box	Select the staff type you want to check.
Departments	Selection Box	Select the department staff you want to check.
Visitor Types	Selection Box	Select the visitor type you want to check.

Punch Cards View

This view lets you view, add, edit and delete staff punch card entries (punch in/out times and remarks).

This view is accessed via **Punch Cards Tab**.

Control	Type	Description
Punch In Photo	Image	This shows the photo captured during punch in.
Punch Out Photo	Image	This shows the photo captured during punch out.
From Date	Date Control	Select the start date to query.
To Date	Date Control	Select the end date to query.
This Month	Text Button	Set the query dates to this month.
Last Month	Text Button	Set the query dates to last month.
This Year	Text Button	Set the query dates to this year.
Last Year	Text Button	Set the query dates to last year.
Staff	Selection Box	Select the staff to view.

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Approved Leave View

This view lets you add, edit and delete your staff approved leave. This information lets you track the frequency and reason of their leave easily. This information is also used when generating the various reports.

This view is accessed via **Approved Leave Tab**.

Control	Type	Description
Add	Text Button	Click this to add a new approved leave.
Edit	Text Button	Click this to edit the selected approved leave.
Delete	Text Button	Click this to delete the selected approved leave.

Punch Stations View

This view shows you the status of all the punch station software that has been connected to this server software. It also lets you configure these punch station remotely, contact the staff on a punch stations and broadcast messages to punch stations.

The connection information (Server Name, IP and Port Number) required for punch station software to connect to this server software is displayed here. Use this information when setting up the punch station's connection settings.

This view is accessed via **Punch Stations Tab**.

Control	Type	Description
Configure Station	Text Button	Click this to configure the selected punch station.
Delete Station	Text Button	Click this to delete the selected punch station.
Contact Staff	Text Button	Click this to chat with the staff on the selected punch station.
Broadcast	Text Button	Click this to broadcast message to all connected punch stations.

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5 Getting Started

Running the Application

BePunctual Server has a Windows service (**BePunctual Server Service**) module that is run in the background when the computer is power up with or without log on. This ensure that the punch stations can connect to it and perform punch in/out without having to log on into the computer.

You can run **BePunctual Server** software by double clicking on the application shortcut at the following place:

Windows Start Menu -> Programs -> Aquarius Soft -> BePunctual Server

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Hiding the Application

You can hide the software if its icon is configured to display in the taskbar notification area. To hide the application, click **Close** button the top right of the window

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Showing the Application

To show the application when it is hidden, right click on its icon in the taskbar notification area and select **Restore**

Alternatively, you can double click on its icon in the taskbar notification area

---

Exiting the Application

To exit the application, click **File -> Exit BePunctual Server**

Setup Wizard

When the server software is run for the first time, a **Setup Wizard** will guide you through a simple setup process to configure the following:

- Your organization name and type
- Adding departments
- Adding staff types
- Staff working hours options
- Administrator password

After finishing the **Setup Wizard**, the **Setup Staff View** will be displayed to let you add your staffs.

In order to use the BePunctual system for staff punching in/out, minimally, staffs with their punch ID and PIN has to be added into the server software database.

You can always run the setup wizard again in the **Setup Tab**.

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Viewing Who's In/Out

To view who's in/out today:

- Run and show the Server software.
- Click **Today Tab** to show the **Today View**
- To see who is not in today, click **Who's Not In**
- To see who is in already today, click **Who's In**
- To see who is out already today, click **Who's Out**
- To see all staff status, click **All**

You can filter the information by staff, staff type, department or visitor type.

Viewing Staff Punch Cards

A staff punch card contain all the staff punch entries, i.e. punch in/out times and remarks.

To view a staff punch card:

- Run and show the Server software.
- Click **Punch Cards Tab** to show the **Punch Cards View**
- Select the period to view.
- Select the staff to view.

Viewing Staff Approved Leave

To view staff approved leave that have been added to the system:

- Run and show the Server software.
- Click **Approved Leave Tab** to show the **Approved Leave View**
- Select the period to view.
- Select a staff or staff type or department to view.

Viewing Punch Station Status

To view the status of the punch stations connected to the server software:

- Run and show the Server software.
- Click **Punch Station Tab** to show the **Punch Station View**
- Select the station you want.

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Viewing Organization Information

To view your organization information:

- Run and show the Server software.
- Click **Setup Tab**.
- Click **Organization** to show the **Setup Organization View**

Viewing Departments

To view the departments you have added to the system:

- Run and show the Server software.
- Click **Setup Tab**.
- Click **Departments** to show the **Setup Department View**
- Select the department you want.

Viewing Leave Types

To view the leave types that have been added to the system:

- Run and show the Server software.
- Click **Setup Tab**.
- Click **Leave Types** to show the **Setup Leave Types View**
- Select the leave type you want.

Viewing Holidays

To view the holidays that have been added to the system:

- Run and show the Server software.
- Click **Setup Tab**.
- Click **Holidays** to show the **Setup Holidays View**
- Select the holiday you want.

Viewing Staff Types

To view the staff types that have been added to the system:

- Run and show the Server software.
- Click **Setup Tab**.
- Click **Staff Types** to show the **Setup Staff Types View**
- Select the staff type you want.

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Viewing Staff Information

To view your staff information:

- Run and show the Server software.
- Click **Setup Tab**.
- Click **Staffs** to show the **Setup Staffs View**
- Select the staff you want.

Viewing Visitor Types

To view the visitor types that have been added to the system:

- Run and show the Server software.
- Click **Setup Tab**.
- Click **Visitor Types** to show the **Setup Visitor Types View**
- Select the staff type you want.

Viewing Visitor Information

To view your staff information:

- Run and show the Server software.
- Click **Setup Tab**.
- Click **Visitors** to show the **Setup Visitors View**
- Select the staff you want.

Viewing Visitor Punch Cards

A visitor punch card contain all the visitor sign in/out entries, i.e. sign in/out times and remarks.

To view a visitor punch card:

- Run and show the Server software.
- Click **Punch Cards Tab** to show the **Punch Cards View**
- Select the period to view.
- Select the visitor to view.

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Enrolling Staff Fingerprint

You can enroll a staff fingerprint for use in punching in/ou via **Server software -> Setup -> Staffs -> Edit Staff -> Biometric Fingerprint -> Enroll**

Importing Staff Fingerprint Template

Alternative, you can enroll the staff fingerprint on another computer and save it as a template to be imported into the Server software.

To enroll staff fingerprint and save it to a template, use the **BePunctual Biometric Fingerprint Scanner Software**.

You can then import the staff fingerprint template into the Server software via **Server Software -> Setup -> Staffs -> Edit Staff -> Biometric Fingerprint -> Import**

Verifying Staff Fingerprint

To verify a fingerprint that has been enrolled or imported:

Server software -> Setup -> Staffs -> Edit Staff -> Biometric Fingerprint -> Enroll

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Identifying Staff Fingerprint

To check if a fingerprint is enrolled in the system:

Server software -> Tools -> Identify Fingerprint

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6 Organization Information

You can view and edit your organization information in the **Setup Organization View**.

7 Departments

You can group your staff into departments. Examples of departments are human resource, R&D etc.

When a department is created, you can select one of the staff as its head of department. The head of department will be the manager of the staffs within that department.

To add a staff to a department, edit the staff information and select his department

Once you have setup a department and its staffs, you can query information based on department names.

Adding a New Department

You can add a new department via **Setup Tab -> Departments -> Add**

Enter the following information into the **Add a Department** window:

- **Department Name**
- **Department Code**
- **Head of Department**

Staff Types

Staff Type is another way to group your staffs. Examples of staff types are cleaner, receptionist etc.

To add a staff to a staff type, edit the staff information and set his staff type.

Once you have setup a staff type and its staffs, you can query information based on staff type.

Adding a New Staff Type

You can add a new staff type via **Setup Tab -> Staff Types -> Add**

Enter the following information into the **Add a Staff Type** window:

- **Staff Type Name**

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8 Staffs

Staffs are your organization employees or workers. The following groups of information can be store and set for each staff:

- General information like full name, display name, staff ID, department, staff type, supervisor etc.
- Punch in/out settings like punch ID and punch PIN
- Working days and hours
- Pay information
- Contact information

Adding a New Staff

You can add a new staff via **Setup Tab -> Staffs -> Add**

A **Add a Staff** wizard will guide you through the following pages:

- Staff General Information
- Staff Punch In/Out Settings
- Staff Working Days & Hours Settings
- Staff Pay Settings
- Staff Contact Information

Staff General Information Page

This page lets you enter a staff's general information and add a photo for the staff.

Item	Description
Title	Dr./Mr./Mrs./Mdm./Ms.
Staff Full Name	Enter the full name of the staff here.
Staff Display Name	This optional display name of the staff, if set, will be displayed in the punch station software.
Staff ID	This is the staff ID as given by your organization.
Staff Type	Select the staff type the staff belongs to.
Designation	Enter the designation of the staff here. E.g. Manager, Senior Engineer etc.
Department	Select the department the staff belongs to.
Supervisor	Select the staff's supervisor here.
Photo	Click this to select a photo for the staff.
Delete	Click this to delete the staff photo.

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Staff Punch In/Out Settings Page

This page lets you configure a staff's punch in/out settings.

Item	Description
Punch ID	Set the staff punch ID here. This must be set.
Punch PIN	Set the optional staff punch PIN here.
Disallow this staff from punching in/out	Check this option if you want to disallow this staff from punching in/out.
Maximum number of punch in and out sets per day.	This is the number of times the staff can punch in and out per day.

Staff Working Days & Hours Settings Page

This page lets you configure a staff's working days and hours.

Item	Description
Staff works the same times on every working day	Check this option if the staff has the same working times on every working day
Working Day (Monday to Sunday)	Select the days the staff works.
Half Working Day Check Box	Check this option if any of the working day is a half working day.
Half Working Day (Monday to Sunday)	Select the days which are half working days.
Alternate Week Check Box	Check this option if any of the working day is an alternate week working day, i.e. staff works on alternate week for that day.
Alternate Week (Monday to Sunday)	Select the days which are alternate week working days.
Can Work Overtime Check Box	Check this option if the staff can work overtime.
Can Work Overtime (Monday to Sunday)	Select the days which the staff can work overtime.
Flexi-Time Check Box	Check this option if the staff works flexi-time, i.e. the staff has flexible reporting and knock-off times.
Flexi-Time (Monday to Sunday)	Select the days which the staff works flexi-time.
Hours to Work Check Box	(Only for flexi-time) Check this option if the staff has to work a specific number of hours on his flexi-time working days.
Hours to work (Monday to Sunday)	(Only for flexi-time days) Select the number of hours the staff has to work on his flexi-time working days.
(Latest) Reporting Time (Monday to Sunday)	This is the time to report to work on a working day. For flexi-time working day, this is the latest time to report to work.

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1st Half Knock Off Time (Monday to Sunday)	(Only for full-working days) This is the time a staff can knock off from work when the staff takes 2nd half of the day leave.
2nd Half Reporting Time (Monday to Sunday)	(Only for full-working days) This is the time a staff has to report to work when the staff takes 1st half of the day leave.
Knock Off Time (Monday to Sunday)	This the the time the staff can knock off from work on a working day. For flexi-time working day, this is the earliest time the staff can knock off from work.
Minimum OT Hours Check Box	(Only when overtime is allowed) Check this option if the staff has to work a minimum time before it is consider overtime.
Minimum OT Hours (Monday to Sunday)	(Only when overtime is allowed) Select the minimum overtime hours for a working day.
Maximum OT Hours Check Box	(Only when overtime is allowed) Check this option if there is a limit in the overtime hours per day.
Maximum OT Hours (Monday to Sunday)	(Only when overtime is allowed) Select the maximum overtime hours for a working day.
Alternate Week Start Day (Monday to Sunday	(Only when alternate week days) Select the starting day for the alternate week working day. The starting day must be the same day of the week as the working day.

Staff Pay Settings Page

This page lets you configure a staff's pay.

Item	Description
Pay Type	Salary Basis, Daily Basis or Hourly Basis.
Pay Period	Monthly, Semi-Monthly, Bi-Weekly or Weekly.
Monthly Salary	Monthly salary amount for salary based staff with monthly pay period only.
Semi-Monthly Salary	Semi-monthly salary amount for salary based staff with semi-monthly pay period only.
Bi-weekly Salary	Bi-weekly salary amount for salary based staff with bi-weekly pay period only.
Weekly Salary	Weekly salary amount for salary based staff with weekly pay period only.
Working Day Pay Per Day	Working day pay per day

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	amount for daily based staff only.
Working Day Pay Per Day By Day of Week	Check this option if the working day pay per day is different for one or more days of the week. You will then be able to enter the pay for each day of the week.
Working Day Pay Per Hour	Working day pay per hour amount for hourly based staff only.
Working Day Pay Per Hour By Day of Week	Check this option if the working day pay per hour is different for one or more days of the week. You will then be able to enter the pay for each day of the week.
Working Day Overtime Pay Per Hour	Working day overtime pay per hour amount. Set the amount to 0 if the staff is not entitled to overtime pay.
Working Day Overtime Pay Per Hour By Day of Week	Check this option if the working day overtime pay per hour is different for one or more days of the week. You will then be able to enter the overtime pay for each day of the week. Set the amount to 0 if the staff is not entitled to overtime pay for a particular day.
Non-Working Day Pay Per Hour	Pay per hour amount when you staff comes to work on a non-working day. Set the amount to 0 if the staff is not entitled to non-working day pay.
Non-working Day Pay Per Hour By Day of Week	Check this option if the non-working day pay per hour is different for one or more days of the week. You will then be able to enter the pay for each day of the week. Set the amount to 0 if the staff is not entitled to non-working day pay for a particular day.
Holiday Pay Per Hour	Pay per hour amount when you staff comes to work on a holiday. Set the amount to 0 if the staff is not entitled to holiday pay.
Credit paid holiday hours	If this option is check, whenever there is a paid holiday, the staff will be credited the number of working hours as set in the holiday settings.

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Staff Contact Information Page

This page lets you configure a staff's contact information.

Item	Description
Office Email	This is the staff's office email address.
Office Phone and Extension	This is the staff's office phone number and extension.
Personal Email	This is the staff's personal email address.
Mobile Phone	This is the staff's mobile phone number.
Home Phone	This is the staff's home phone number.
Next-of-Kin Name	This is the staff's next-of-kin name.
Next-of-Kin Phone	This is the staff's next-of-kin phone number.
Home Address	This is the staff's home address.

Staff Biometric Fingerprint Page

This page lets you enroll or import up to 2 fingerprint templates for the staff to use for punching in/out.

Item	Description
Finger 1 Enroll	Start enrolling fingerprint for finger 1.
Finger 1 Import	Import fingerprint template for finger 1.
Finger 1 Delete	Delete fingerprint template for finger 2.
Finger 2 Enroll	Start enrolling fingerprint for finger 2.
Finger 2 Import	Import fingerprint template for finger 2.
Finger 2 Delete	Delete fingerprint template for finger 2.
Identify Fingerprint	This is for identify a fingerprint to ensure that it is enrolled into the system.

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9 Holidays

Holidays are non-working days for staffs. BePunctual takes into consideration of holidays when generating reports and when calculating staff pay.

Holiday can be paid or not paid. For paid holiday, daily pay staff and hourly pay staff can be paid for this holiday. The number of holiday working hours will be credited to staff with **Credit Paid Holiday Hours** flag set in their pay settings.

If a staff reported to work on a holiday, he can be paid per hour of the holiday. This holiday pay per hour amount is set in the staff's pay settings.

Adding a New Holiday

You can add a new holiday via **Setup Tab -> Holidays -> Add**

Enter the following information into the **Add a Holiday** window:

- **Holiday Date**
- **Holiday Name**
- **Paid Holiday** - Whether it is a paid holiday. For paid holiday, daily pay staff and hourly pay staff can be paid for this holiday.
- **Working hours to credit** - This number of working hours will be credited to staff with **Credit Paid Holiday Hours** flag set in their pay settings.
- **Remarks**

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10 Leave Types

Example of leave types are Annual Leave, Medical Leave etc.

Leave can be paid leave or no-pay leave. For paid leave, pay will not be deducted from the staff salary. For no-pay leave, pay for the day will be deducted from the staff salary.

Adding a New Leave Type

You can add a new leave type via **Setup Tab -> Leave Types -> Add**

Enter the following information into the **Add a Leave Type** window:

- **Leave Type Name**
- **Leave Type Code** - This is the code that will be displayed in reports.
- **Paid Leave** - Whether it is a paid or no-pay leave.

---

11 Approved Leave

BePunctual lets you track your staff approved leave. Reports generated by BePunctual also takes into account of your staff leave.

If a staff takes leave today, the **Today view** will show this information so that the rest will know why the staff is not in today.

Adding a New Approved Leave

You can add a new approved leave via **Setup Tab -> Approved Leave -> Add**

A wizard will guide you through to enter the following information:

- **Staff**
- **Leave Type**
- **Apply Date**: This is the date and time when the staff applies the leave. This information lets you track if the staff has apply an "urgent" leave, i.e. apply leave after the leave is taken.
- **Remarks**
- **Date of Leave**
- **Time of Leave** - Full day, 1st half or second half of the day.

You can add multiple days of leave at one time.

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12 Punch Cards and Punch Entries

A punch card contains all punch entries of a staff. Each staff has his own punch card.

Each punch card entry contains the following information:

- **Punch In Date and Time**
- **Punch In Remarks**
- **Punch In Station**
- **Punch Out Date and Time**
- **Punch Out Remarks**
- **Punch Out Station**

If a staff forgot to punch in on a working day, there will be no punch entry for that day. Generated reports will show that the staff is absent for that day. Before generating reports, you may add punch entries for a staff on those working days that the staff did come to work but forgot to punch in.

If a staff did punched in but forgot to punch out, the punch entry will contain the punch in information but not the punch out information. So looking at the staff punch card you will be able to easily identify those days when the staff forgot to punch out. You may then enter the punch out information for the staff before generating reports.

If a staff can punch in/out multiple times per day, there will be a punch entry for each punch in/out set.

Viewing a Staff Punch Card

You can view a staff punch card via **Punch Card Tab -> ** Select Period **-> Staff**

Adding a Punch Entry

You can add a new punch entry for a staff via **Punch Card Tab -> Staff** -> **Add**

Enter the following information into the **Add Punch Card Entry** window:

- **Punch In Date and Time**
- **Punch In Remarks**
- **Punch Out Date and Time** - leave this empty if staff has not punched out.
- **Punch Out Remarks**

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13 Punch Stations

Punch stations are software for staffs or visitors to punch in/out or for managers to retrieve attendance data from the system. For better security of the BePunctual data, they are usually installed in other computers in the network.

BePunctual Group Punch Station is for multiple staffs to punch in/out at a single location. One group punch station can be run on the same computer running the Server software.

BePunctual Staff Punch Station is for each staff to punch in/out at his own office computer.

BePunctual Visitor Station is for visitors to register and sign in/out.

BePunctual Manager Station is for managers to monitor his/her staffs attendance.

A punch station needs to be connected to the **BePunctual Server** software in order to punch in/out. When connected, the punch station status will be displayed in the **Punch Stations View**.

For your convenience, you can configure punch stations remotely at the Server software.

The Server software can broadcast messages to all punch stations or chat with a staff at a particular punch station.

Punch stations that no longer in use can be deleted.

Connecting a Punch Station to the Server Software

To connect a punch station to the server software:

- Ensure that the server software is already running.
- Run the punch station.
- Click **Options** at the top right to popup a menu.
- Select **Settings...**
- Enter the **Administrator Password** if prompted.
- Click **Next >** until the **Connection Settings Page** is shown.
- Enter the **Computer Name** or **IP Address** of the computer running the server software.
- Enter the **Network Communication Port Number** as displayed on the server software.
- Click the **Test Connection** button to test if the connection to the server software can be established. If no, check the settings and also ensure that the software and port number is not blocked by any firewall software running in this computer as well as the computer running the Server software.
- Once the connection to the server software is established, click **Next >** until the **Display Page** is shown.
- Click **Finish** to save the changes.

Configuring a Punch Station

You can configure a punch station remotely via **Punch Stations Tab** -> Select an active station -> **Configure Station**

For details of what can be configured in the punch station, please refer to the punch station help file.

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Deleting an Inactive Punch Station

You can delete a no longer in use punch station via **Punch Stations Tab** -> Select an inactive station -> **Delete Station**

Broadcasting a Message to Active Punch Stations

You can broadcast a message to active punch stations via **Punch Stations Tab** -> Select the active stations required -> **Broadcast**

In the **Broadcast Message to Stations** window,

- Select whether to broadcast to all or selected stations.
- Select to show it as the Today's Message or to popup a window to show the message.
- Click **OK** to proceed to broadcast the message.

Contacting a Staff on an Active Punch Station

You can contact a staff on an active punch station and chat with the staff via **Punch Stations Tab** -> Select the active station required -> **Contact Staff**

In the **Contact Staff** window,

- Enter the message to send and click **Send**.
- Click **Clear** to clear any unsent text.
- Click **Close** to close the dialog.

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14 Reports

BePunctual Server can generate the following report types:

- **Staff Working Days and Hours**: This report shows the working days and hours details of the staff for the selected period.
- **Attendance Report**: This report shows the staff attendance over a selected period and computes his attendance. This report allows you to check when a staff is absent and late for work.
- **Punctuality Report**: This report shows the staff punctuality over a selected period and computes his reporting punctuality and knock off punctuality. This report allows you to check and measures a staff punctuality.
- **Worked Hours Report**: This report shows the days and hours worked for a staff. It also computes the total days and hours worked.
- **Pay Report**: This report calculates the gross pay of a staff over his pay period.

If you need to a custom report, we do provide report customization service. Please email us at sales@aquariussoft.com with your requirements to get a quote.

Generating a Report

To generate a report:

- Run and show the Server software.
- Click **Reports** on the main menu to popup a menu.
- Select the report type you want to generate.
- A wizard will guide you to provide the necessary information.
- The report will then be generated and displayed.
- You can then save or print the report.

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15 Working Days and Hours Templates

For your convenience, working days and hours templates can be created and subsequently applied to staffs.

Editing Default Working Days and Hours Template

You can edit the default working days and hours template via **Setup -> Options -> Working Days & Hours**

Saving Staff Working Days and Hours as a Template

While editing a staff working days and hours, you can save the settings as a template to apply on other staff.

To save a staff working days and hours settings as a template:

- In the **Edit Staff - Working Days and Hours Page,** click **Select Templates...** to popup a menu.
- Select **Save As Working Days & Hours Template**
- Enter a new name for the template in the **Save As Working Days & Hours Template Dialog**
- Click **OK** to save the template.

NOTE: You can also save the current settings as the default template by choosing **Set As Default** in the popup menu.

Applying a Staff Working Days and Hours Template

While editing a staff working days and hours, you can apply a previously saved template to the current staff.

To apply a staff working days and hours template to the current editing staff:

- In the **Edit Staff - Working Days and Hours Page, c**lick **Select Templates...** to popup a menu.
- Select **Apply Working Days & Hours Template**.
- Select a template in the **Working Days & Hours Template Dialog**.
- Click **OK** to apply the template on the current staff.

NOTE: You can also apply the default template by choosing **Apply Defaults** in the popup menu.

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16 Staff Pay Templates

For your convenience, staff pay templates can be created and subsequently applied to staff.

The default staff pay template can be configured in the **BePunctual Options Dialog** while additional templates can be saved in the **Edit Staff - Pay Page**.

Editing Default Staff Pay Template

You can edit the default staff pay template via **Setup -> Options -> Pay**

Saving Staff Pay as a Template

While editing a staff pay in the **Edit Staff - Pay Page**, you can save the settings as a template to apply on other staff.

To save a staff pay settings as a template:

- Click **Select Templates...** in the **Edit Staff - Working Days and Hours Page** to popup a menu.
- Select **Save As Staff Pay Template**
- Enter a new name for the template in the **Save As Staff Pay Template Dialog**
- Click **OK** to save the template.

NOTE: You can also save the current settings as the default template by choosing **Set As Default** in the popup menu.

Applying a Staff Pay Template

While editing a staff pay in the **Edit Staff - Working Days and Hours Page**, you can apply a previously saved template to the current staff.

To apply a staff pay template on the current editing staff:

- Click **Select Templates...** in the **Edit Staff - Pay Page** to popup a menu.
- Select **Apply Staff Pay Template**.
- Select a template in the **Staff Pay Templates Dialog**.
- Click **OK** to apply the template on the current staff.

NOTE: You can also apply the default template by choosing **Apply Defaults** in the popup menu.

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17 Visitor Types

Visitor Type is way to group your visitors. Examples of staff types are parents, contractors etc.

To add a visitor to a visitor type, edit the visitor information and set his visitor type.

Once you have setup a visitor type and its visitors, you can query information based on visitor type.

Adding a New Visitor Type

You can add a new visitor type via **Setup Tab -> Visitor Types -> Add**

Enter the following information into the **Add a Visitor Type** window:

- **Visitor Type Name**

18 Visitors

The following groups of information can be store and set for each visitor:

Item	Description
Visitor Type	Select the staff type the staff belongs to.
Title	Dr./Mr./Mrs./Mdm./Ms.
Visitor Full Name	Enter the full name of the visitor here.
Visitor Display Name	This optional display name of the visitor.
Personal ID	This is the visitor's personal ID as defined by your organization.
Vehicle Number	This is the visitor's vehicle number. This can be use to sign in/out for visitors.
Contact Number	This is the contact number of the visitor.
Email	This is the email of the visitor.
Details	This is any other details about the visitor.
Company	This is the company of the visitor.
Designation	This is the designation of the visitor.
Address	This is the address of the visitor.
Sign In Alert	If set, this alert message will be displayed at the **Visitor Station** when the visitor sign in.
Sign Out Alert	If set, this alert message will be displayed at the **Visitor Station** when the visitor sign out.
Photo	This is the visitor's photo.

Adding a New Visitor

You can pre-register for a visitor by adding a new visitor via **Setup Tab -> Visitors -> Add**

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19 Customizations

Run When Log On Windows

BePunctual Server has a Windows service (**BePunctual Server Service**) module that is run in the background when the computer is power up with or without log on. This ensure that the punch stations can connect to it and perform punch in/out without having to log on into the computer.

However, if for staff at punch station to contact the administrator at the server software using the built-in instant messaging function, the **BePunctual Server** software itself has to be running.

If you want the application itself to automatically run each time you log on to Windows, you can enable this option via **Setup -> Options -> General -> Run BePunctual Server when log on Windows**

Show Icon in Taskbar Notification Area

You can set the server software icon to displayed in the taskbar notification area as an indication that it is running.

You can enable this option via **Setup -> Options -> General -> Show icon in the taskbar notification area**

When this option is checked, closing the application will only hides it in the background.

When this option is unchecked, closing the application will exit it.

Prevent Standby and Hibernate

By default, the Server software prevents the computer from going into standby or hibernation so that punch stations can always connects to it for punching in/out.

When this option is enabled and standby or hibernate is activated, the Server software will turn off the monitor to save power.

You can change this option via **Setup -> Options -> General -> Prevent system from going into standby or hibernate**

Prevent Changing of System Time

You only need to enable this option if the punch station software and the server software is running on the same computer and the punch station software is running in an Windows XP administrator account.

You can change this option via **Setup -> Options -> General -> Prevent system time from being changed**

NOTE: When this option is on, time can still be change +- 8 minutes from the current time. Is is to allow Windows to automatically adjust the system time.

Connection Port Number

This is the network communication port used for communication between the Server software and the punch station software.

Change this settings (9000 to 9099) only if the punch stations cannot connect to the Server software.

Ensure that this port number is opened and not blocked by any firewall software or router.

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You can change the connection port number via **Setup -> Options -> General -> Connection Port Number -> Port Number**

After changing this value, all punch stations will be disconnected and has to reconfigure with this port number.

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